



1.4 Reading Graphic Texts
Skimming and Scanning

Skimming	
Why Do I Skim?	You use the skimming technique when you want to get the overall meaning or 'gist' of the information presented on a page, in a section, chapter or graphic.
How Do I Skim a Graphic Text ?	Remember : When skimming do not read every word
Read in this direction →	<ul style="list-style-type: none">• Move your eyes horizontally (left to right) and quickly• Read the title• Read all headings or subheadings• Read all captions• Look at the pictures (make connections between the captions and pictures)• Note any italicized or boldface words or phrases• Read the legend• Make note of the use of colours and look for an explanation as to what the colours represent• For graphs or charts, notice the information presented on the sides, along the bottom or the top

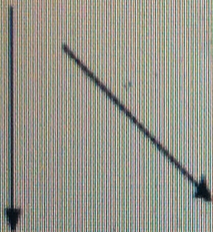
Scanning

Why Do I Scan?

You use the scanning technique when you want to locate specific information quickly. For example, you have to answer a question and you quickly read the text only to find the answer, while ignoring the rest of the information.

How Do I Scan a Graphic Text ?

Read in these directions



- Move your eyes vertically (up and down) and diagonally but still rapidly looking side to side
- Read and keep in mind the information you are to look for (i.e. an answer to a specific question)
- You must anticipate in what form the answer will be in, key words that may be used, or other clues (i.e. word, name, fact, term, numbers, or dates) to help you find the answer
- Use certain features of the text to help you determine where the information might be found (i.e. headings or subheadings)
- Be selective when reading and skipping through sections of the text (skip through the information that does not relate to your focus or question)